

**Job Summary:**

Receives, stores, maintains, issues and delivers equipment, material, supplies, merchandise, foodstuffs, or tools, and compiles stock records in stockroom, warehouse, or storage yard.

**Essential Functions:**

- Drives company vehicle or own vehicle to deliver and pick up supplies including but not limited to furniture, tools, custodial supplies, maintenance supplies, educational supplies, and food; loads and unloads vehicles.
- Receives incoming orders, unpacks materials, supplies, tools and equipment; verifies articles received against packing lists and purchase requisitions and notes discrepancies or damaged items.
- Packs and returns damaged, surplus or outdated materials as instructed.
- Prepares orders for the purpose of loading items on to vehicles and shipping via designated routes.
- Coordinates with departmental staff to pick up and deliver equipment, materials or parts.
- Assists with facilities projects including but not limited to moving furniture, assistance at construction sites or arranging worksites.
- Assists in maintaining inventory and other stock records; stocks equipment and supplies for the purpose of maintaining required inventory levels.
- Stores articles on designated shelves, racks or in other storage areas; Ensures storage area is in orderly condition.
- Enters relevant information into the system to initiate/complete shipping and receiving transactions.
- Keeps delivery vehicles clean inside and outside.
- Maintains an organized and efficient warehouse and stockroom.
- May assemble furniture and equipment for the purpose of providing items in working condition.
- Sort, wash and dry program laundry.

**Knowledge, Skills and/or Abilities:**

- **Knowledge to:**
  - Perform basic math including fractions, percents and ratios;
  - Apply common sense understanding of detailed multi-step instructions.
  - Apply basic methods and practices of receiving, storing and distribution of materials;
  - Use and maintain basic hand and power tools related to the work;
  - Perform computerized recordkeeping and related data entry procedures.
- **Skills to:**
  - Use standard office equipment including computers and software applications appropriate to assignment;
  - Perform accurate receipt, storage and distribution of materials;
  - Maintain files & records.
  - Make accurate arithmetic calculations;
  - Understand and follow oral and written directions;
  - Efficiently manage time and workload including planning, prioritizing, organizing and follow through on a variety of tasks;
  - Contribute effectively to the accomplishment of team or work unit goals
  - Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals;
  - Compute rate, ratio and percentage and to draw and interpret bar graphs;

- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form;
  - Deal with problems involving several concrete variables in standardized situations;
  - Deal with people beyond receiving work and instructions;
  - Follow established delivery routes and schedules
  - Follow safety practices and procedures.
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- **Ability to:**
    - Read and comprehend simple instructions, short correspondence and memos;
    - Write simple correspondence;
    - Communicate clearly in English in both written and verbal form;
    - Effectively present information in one-on-one and small group situations to customers, clients, and other employees of the Program;
    - Operate safely and maintain hand and power tools and material handling equipment related to the work;
    - Perform a variety of duties involving frequent changes to tasks, aptitudes, techniques and procedures;
    - Lift boxes and items from floor, shelves, or cart, and carry and place on delivery truck, shelves or floor.

**Work Environment/Physical Abilities:** Regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally works near moving mechanical parts in high, precarious places; and in outside weather conditions. The noise level in the work environment is usually moderate.

**Education and Experience Required:**

- High School Diploma or General Education Degree (GED).

**Certificates, Licenses and Clearances Required:**

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

**FLSA Status:** Non-Exempt

April 2021

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.